

Criminal Justice Coordinating Council

Douglas County, Kansas

Bylaws:

Article I: NAME

The name of this entity is the Douglas County Criminal Justice Coordinating Council, and it will be referred to as the Council in the following bylaws.

Article II: AUTHORITY

The Board of County Commissioners of Douglas County established the Council by resolution on March 9, 2016.

Article III: PURPOSE AND GOALS

A. Purpose:

The purpose of the Council is to provide a working forum to support communications and collaborative coordination between and among key criminal justice system officials, advisory bodies, agencies, departments and community leaders to promote **public health**, public safety and an effective, fair and efficient criminal justice system in our community.

B. Goals:

The goals of the Council shall be to establish clear goals, objectives and priorities for community-wide public safety programs and policies related to the administration of justice; **to enhance public health and maintain public safety** through the creation of alternatives for long-term offender success; to improve identification and analysis of problem issues in our local correctional facilities; to improve communication, cooperation and coordination among all stakeholders in the criminal justice system; and to ensure the effective allocation of resources amongst the inter-related programs. It shall be the duty of the Council to:

- (i) Study and evaluate the County's criminal justice system, including analysis of the existing and future plans for jail expansion, the creation and operation of a mental health crisis center and the creation of a special needs court;
- (ii) Oversee the collection of criminal justice data for use by the Council and, as required, the Board or other County officials, agencies, departments, and operating units;
- (iii) Analyze the flow of processes in the criminal justice system, including those directly impacting the County's jail population and make recommendations for process improvement;
- (iv) Identify potential gaps or deficiencies in the criminal justice system; including intentional examination of factors that may be contributing to the high representation of persons of color in the Douglas county jail and criminal justice system. The CJCC will make recommendations to address possible systemic inequities and concerns, and reduce or eliminate duplication of services and services gaps.
- (v) Make recommendations that will help control the costs of managing offenders;
- (vi) Evaluate and recommend crime prevention programs and early intervention and prevention programs;

Article IV: MEMBERSHIP

A. Membership Categories

The Council shall consist of representatives of the following designated officials, organizations or classifications. The designations are:

- (1) County Commissioner appointed by the Douglas County Commission;
- (2) Chief Judge of the seventh judicial district;
- (3) Douglas County Sheriff;
- (4) District Attorney;
- (5) City Commissioner appointed by the Mayor of the Lawrence City Commission and confirmed by the City Commission;
- (6) Criminal Defense Attorney from the Douglas County Bar appointed by the County Commission;
- (7) Lawrence Police Chief;
- (8) Lawrence Municipal Judge;
- (9) Director of Douglas County Youth Services;
- (10) Executive Director of Bert Nash;
- (11) Executive Director of DCCCA;
- (12) Person with expertise on the intersection of race and criminal justice;
- (13, 14, 15) Community representatives appointed by each County Commissioner (3); and

Ex officio Members:

- (a) County Administrator;
- (b) Lawrence City Manager;
- (c) Director of Douglas County Reentry;
- (f) Representative from Court Services appointed by Chief Judge.

B. Membership Terms. All appointments shall be for the term of office for elected officials of the County, for a term of two years for all members who are not County government officials, and for the term as specified by the Board for the other County government employees. There shall be no term limitations on appointees to this board.

Article V: MEETINGS

A. Regular Meetings

The Criminal Justice Advisory Council shall establish regular meeting times but no less often than bimonthly. All meetings of the Council shall be subject to and comply with the Kansas Open Meetings laws.

B. Quorum

A quorum is no less than 60% of the total voting membership. As decisions will be made by consensus, 60% of the total membership must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum of 60% must be present at the time of the vote.

C. Staff Support

The council will make recommendations for staff support to the Douglas County Commission. Any staff so approved shall be supervised by County Administrator.

D. County Counselor

The County Counselor shall serve as the legal advisor to the Council.

Article VI: CHAIR AND VICE CHAIR

The Chairman and Vice Chair of the Council shall be selected by the Council. The vice chair shall serve in the absence or temporary disability of the chair, and perform those duties prescribed by the chair or as directed by the membership. The Chair of the Council shall perform the following duties:

- a. Convene all meetings of the Council and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;
- b. When necessary or advisable, call a special meeting of the Council in accordance with the applicable legal requirements;
- c. In consultation with the membership, define an annual work plan for the Council and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;
- d. Sign documents, records and reports, when authorized, on behalf of the Council; and
- e. Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Council.

Article VII: VOTING

Parliamentary procedures will not be required as normal practice of decision making. Respectful dialogue and the consensus style of decision making are the preferred norm for the conduct of Council business.

In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

Article VIII: COMMITTEES

The Council may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

Article IX: CHANGES TO BYLAWS

The Council must approve any changes to the Council bylaws. Proposed changes must be submitted to the Chair in writing two weeks prior to a vote being taken and distributed to the membership prior to the meeting for review. Changes to the bylaws must be approved by a favorable vote of two-thirds of all current Council members.